

# **St. Anne Line Catholic Junior School**



## **How to Keep Safe Guide Online Mobile Phones Social Networking**

The way people communicate now is mostly through texts, mobiles, email and social networking sites. To help our children be safe using this technology I have produced a guide. Please spend time reading and discussing this guide with your child to ensure their safety.

I hope you and your child find this guide useful.

Martin Larrett  
Headteacher



# How to keep safe!

## Online/Mobiles/ Social Networking

**S**taying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

**M**eeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

**I**nformation online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

**L**et a parent, carer, teacher or trusted adult know if at any time:

- Someone says horrible things **REGULARLY** to you by **TEXT** or **ONLINE**
- you feel worried, uncomfortable or frightened about **SOMETHING** or **SOMEONE** you have met online or been contacted by text or online.

**E**mails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply. Don't send or accept requests for unusual photos!!

**Useful sites:**

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.connectsafely.org](http://www.connectsafely.org)

This site has downloadable information including 'A Parent's Guide to Facebook'

[www.safekids.co.uk](http://www.safekids.co.uk)



## CYBER BULLYING

**Cyber bullying is the name that is used when people use the internet to send nasty and upsetting messages to others.**

It can also be done by people using mobile phones, by sending messages and making nasty phone calls.

- The number one rule to remember if someone is being nasty to you in this way is **DON'T RESPOND AND DON'T REPLY**. You should tell a trusted adult straight away if someone is upsetting you, or if you have been getting upsetting messages.
- The second rule is to **SAVE ALL NASTY MESSAGES AND EMAILS**. You don't have to read them, but save them in a folder so you can show an adult if you need to.
- The third rule is to **TELL A TRUSTED ADULT**. If you tell someone about what's happening, they will be able to help and maybe stop it.

If you feel you can't talk to someone just yet, **call Childline in confidence on 08001111**



## Email

Sometimes you get emails from people you don't know. These emails are usually junk emails and this is called 'Spam'. Some people also send viruses and nasty pictures by using email.

**It is important to remember that if you receive an email from someone you don't know, NEVER OPEN IT.** Tell an adult if you are not sure what to do.

Some people also send fake emails to trick you. They get email addresses by using special software or from other websites on the internet. If you reply to one of these emails, the people sending them will know that your email address is real, and they could start sending you junk or nasty emails.

**Make sure you ALWAYS DELETE EMAILS FROM PEOPLE YOU DON'T KNOW**

**NEVER GIVE OUT PERSONAL INFORMATION**, like your full name, address or school to people you talk to using email, if you don't know them in the real world. If anyone you talk to online asks for this information, tell an adult.

Some people use emails to send pictures of themselves to friends and family, but **IT'S NOT A GOOD IDEA TO SEND A PICTURE TO SOMEONE YOU HAVE MET ONLINE** who you don't know in the real world. They may not be who they say they are!



## MOBILE PHONES

**Texting is a great way of staying in touch with friends and family, but sometimes people send nasty messages which can be mean and upsetting.**

They can be from people you know, and also from people you don't know.

**It is a good idea not to reply to a nasty message** and if you get a message that upsets you, you should always tell a trusted adult. You should also remember that when you send messages, you should be responsible and not send something that might upset anyone.

Sometimes people send junk messages that are like adverts to people's mobile numbers, and these are called Spam messages. **Remember – NEVER REPLY to a spam text message or text message from someone you don't know**, as the person who has sent them may keep on sending messages to you. The messages may also have viruses in them and this can stop your phone from working.

When you send a picture to a friend using your mobile, this is called MMS.

**YOU SHOULD NEVER SEND A PICTURE MESSAGE TO ANYONE YOU DON'T KNOW IN THE REAL WORLD – even if you have been talking to them online and think you know them, or someone you have met through a friend.** You never really know who they are if you haven't met them face to face. If someone asks you to send them a picture message and you don't know who they are, you should tell a trusted adult.

**NEVER GIVE YOUR MOBILE NUMBER to anyone who you don't know in the real world.** People sometimes lie about who they are to trick people into giving them their mobile number and personal details, like their schools and where they live. **Remember that people you don't know in the real world are still STRANGERS.**

**If you give people your mobile number, even people you meet on the internet, remember you do not really know who they are. Never arrange to meet up with them as they are strangers.**

**NEVER ARRANGE TO MEET UP WITH SOMEONE YOU DON'T KNOW AND ALWAYS TELL A TRUSTED ADULT AND SAVE THE MESSAGE.**

You can download ring tones but be careful. Sometimes people disguise a virus as a ring tone. Sometimes companies will keep sending tones to you, even if you don't want them. They will still charge you for every tone you get, and this is how they make money. If this happens you should tell your parents to speak to your provider and they will be able to get you a number to text to stop the tones coming.



## Social Networking – ie Facebook, Twitter

The recommended age to start using this site is 13. However, if your parents allow you **READ THIS**

Social networking sites are all online, so any information you add about yourself can be seen by anyone in the world. If you put too much information about yourself online, people you don't know may be able to find you:

- ❖ **NEVER PUT YOUR FULL ADDRESS ON YOUR SITE.** It's best to leave the space blank, or if you do want to add some information, make sure that you make your profile private so only your friends can see it.
- ❖ **IT'S A GOOD IDEA TO USE A NICKNAME RATHER THAN YOUR REAL NAME** – your friends will know your nickname so will know it's you!
- ❖ **IT'S A GOOD IDEA TO PUT YOUR REAL AGE ON YOUR SITE** – if you lie and say you are older, you may get adults trying to contact you.
- ❖ **IT'S ALSO NOT A GOOD IDEA TO PUT YOUR MOBILE NUMBER ON YOUR SITE** – YOUR REAL FRIENDS WILL ALREADY HAVE IT!
- ❖ **USE YOUR PRIVACY SETTINGS!** Adjust your account settings (sometimes called 'Privacy Settings') so only approved friends can instant message you. This won't ruin your social life – new people can still send you friend requests and message you, they just won't be able to pester you via IM. This means that people you don't want to see your profile can't!

Anything you add to your social networking site can be copied or printed, so if you want to put pictures up on your site think before you do it. Remember that your site may be seen by strangers and **once a picture is online, it's online forever.** It may be safer to use cartoons instead of pictures – that way you can still make your sun fun, but no one will see your picture!

Some people who don't know you in the real world may try and ask to be your friend, so they can see your site. It's not a good idea to allow a stranger to have access to your site- they may not be who they say they are and don't want a stranger knowing lots of things about you! If someone you don't know asks to be your friend, tell a trusted adult straight away.

